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| Arish Asif  Address: Faisalabad, Pakistan, 38000 · Phone: +923247729098  Email: [contact@groupx-inc.com](mailto:contact@groupx-inc.com) · LinkedIn Profile: <https://www.linkedin.com/in/group-x-a7532b247/> · Website: https://groupx-inc.com/ |
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# Experience

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| Dates From mar 2022 – To Currently work hereAmazon Virtual Assistant, GroupX-inc  * Used Microsoft Word and other software tools to create documents and other communications. * Participated in continuous improvement by generating suggestions, engaging in problem-solving activities to support teamwork. * Actively listened to customers' requests, confirming full understanding before addressing concerns. * Identified issues, analyzed information and provided solutions to problems. * Received and processed stock into inventory management system. * Devoted special emphasis to punctuality and worked to maintain outstanding attendance record. * Carried out day-to-day duties accurately and efficiently. * Completed paperwork, recognizing discrepancies and promptly addressing for resolution. * Demonstrated respect, friendliness and willingness to help wherever needed. * Resolved conflicts and negotiated mutually beneficial agreements between parties. * Exceeded goals through effective task prioritization and great work ethic. * Participated in team-building activities to enhance working relationships. * Actively listened to customers, handled concerns quickly and escalated major issues to supervisor. * Prepared variety of different written communications, reports and documents. * Drove operational improvements which resulted in savings and improved profit margins. * Worked flexible hours across night, weekend and holiday shifts. * Handled 30 calls per day to address customer inquiries and concerns. * Adhered to social distancing protocols and wore mask or face shield.   HANDLING AMAZON WHOLESALE FBA ACCOUNTS OF 3 USA Clients  HANDLING AMAZON WHOLESALE FBA ACCOUNTS OF 2 UK Clients  HANDLING 2 EBAY ACCOUNTS |
| Dates From may 2019 – To Currently work hereFull Stack Wordpress,SHOPIFY and wix Web Developer, GroupX-inc  * Created and updated re-usable code libraries to streamline WordPress development cycle. * Leveraged strong understanding of WordPress core to manipulate admin and theme components. * Converted design assets into component-based HTML, CSS and JavaScript. * Provided timely resolution to reported website problems by integrating new solutions into existing platforms. * Teamed with design and project developers to understand project scope and offer elegant, creative and scalable solutions. * Triaged bugs and enhancements from GitHub. * Used Chrome Inspector and Firebug to debug live sites. * Developed and implemented WordPress sites, themes and plugins. * Generated WordPress themes and integrated OTS plugins for expanded functionality. * Designed responsive, mobile-first websites from design concepts. * Delivered quality commercial websites that met coding standards and cross-browser compatibilities. * Collaborated with end users on project specifications, strategy and execution to build new WordPress pages and update existing ones. * Referenced web analytics reporting to enhance designs and improve site performance. * Developed and implemented SEO and AB testing strategies to improve effectiveness of marketing efforts. * Implemented and assessed performance of SEO best practices. * Installed required plugins and additional coding to fit final design and functionality requirements. * Designed and implemented website from initial concept, site architecture and wire frames to finished deliverable.   Reviewed application requirements and interface designs and provided feedback on feasibility.  PREVIOUS WORK:   attrendzone.com fdstore.co.uk tm-traders.com lexums.com and more. |

# Education

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| Sep 2017Computer Science And Programming, University of Agriculture , Faisalabad |
| aug 2015Fsc premedical , Superior group of colleges |

# Skills

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| * Amazon FBA * Web development projects * Programming | * 5/5 * 5/5 * 4/5 |

# Activities

Hold on an advanced level of English and web research expertise which is my passion to have knowledge so I do web research about different things.